



The City of Mexico Beach, Florida is seeking an accomplished experienced professional to be the next City Administrator.

The Community

The City of Mexico Beach is a scenic waterfront community, located in the Panhandle of Florida on the border of Southern Bay and Gulf counties. The City's population is 1,200 with a summer tourism population up to 12,000. Mexico Beach is located about 25 miles east of Panama City and 15 minutes from Tyndall Air Force Base on HWY 98. Visitors near and far have found the sugar white sands and crystal clear emerald waters of the Florida Gulf Coast a spectacular family oriented vacation destination. Mexico Beach is the crowning jewel of this unspoiled stretch of paradise. For years Mexico Beach has been a favorite destination for relaxation, rejuvenation and time to reconnect with friends and family. Generations have fallen in love with the quiet beauty offered by the Gulf of Mexico's pristine beaches. Remembered by many as the Florida of yester year, Mexico Beach delivers the type of vacation that makes you yearn to return year after year. Many families have come for vacation and chosen to stay for a lifetime, joining the fortunate few that call this paradise home.

Mexico Beach is located in Bay County, but as part of the Gulf County School District, having public and private schools with A ratings.

Along the Gulf Coast, in Mexico Beach you'll find shops, restaurants, and parks that host several City festivals each year including the Gumbo Festival in February, Celebrate twice New Year's celebration and the annual Christmas Golf Cart Parade. The community also conducts monthly arts, music and craft evenings.

The City of Mexico Beach has 4 parks.

The Organization

The City currently has approximately 38 employees, and provides a wide range of services including general government, planning and zoning, police, public works, fire, road and streets and parks and recreation. For fiscal year 2018, the total budget was over \$4M. The City of Mexico Beach has a Community Development Center (CDC) that is independent of the City, but works closely with the City. The City provides Water, Sewer, Sanitation and Fire/ESU services.

The City of Mexico Beach operates under a Council-Mayor form of government. The City Administrator is appointed by and reports to the City Council, which is the governing body responsible for setting policies. The City Administrator is responsible for the implementation of Council policies and objectives, code

of ordinances, the administration of the budget, and provision of service to the citizens of Mexico Beach. The City Clerk is a charter officers and also reports directly to the City Council.

Duties and Functions

The City of Mexico Beach is seeking an energetic, innovative candidate with outstanding leadership skills, offering the right public sector professional the opportunity to accept the challenge and make a difference in a community that takes pride in its natural surroundings and quality of life.

The City Administrator:

1. Directs the overall effort of all City Government activities, except those of the City Clerk. Coordinates the efforts of the City Clerk to ensure efficient operations of all City activities.
2. Administers through subordinate staff such functions as public safety, fire protection, emergency medical services, maintenance of public streets and property, financial operations and budgets, recreational activities, inspectional services, utilities operations, code enforcement and related functions. Responsible for overseeing the inventory, maintenance, repairs, improvements and use of City property, materials, equipment and supplies.
3. Prepares the annual City budget for submission to the Council. Submits recommendations to the Council for their discussion and approval concerning the efficient operation of the City government. Keeps the Council informed of general City operations and activities. Makes plans and recommends future programs of the City.
4. Performs the duties of Purchasing Agent of the City with authority to sign all purchase orders up to an amount of \$3,000 for General Fund expenditures as long as they are budgeted expenditures; and up to \$5,000 for Enterprise Funds that are budgeted, contracted for, and paid at least quarterly in the normal operations and maintenance of the Enterprise Funds. May also sign purchase orders for expenditures associated with properly budgeted grant funds in advance of receipt of grant funds for both the General Fund and Enterprise Funds.
5. Attends all meeting and workshops of the City Council and Planning and Zoning Board and other committees or workshops as directed by the Mayor or City Council.
6. Responsible for all media relations activities.
7. Performs any and all such duties as may be consistent with the Administrators office or as directed by the City Council.

Qualifications

Knowledge of laws and administrative policies governing municipal activities and of operations of municipal government. Ability to delegate authority and responsibility to subordinate department heads and to maintain an effective organization. Ability to express oneself clearly in writing and orally and appear before groups of taxpayers and the Council to present data and programs which enhance the efficient operations of the city.

Education and Experience

Graduation from an accredited four year college or university with a Bachelor's Degree in Business Administration, Public Administration or a related field supplemented by course work in management.

At least two years' experience in a responsible administrative/management position in municipal government. (Experience can be substituted for education requirements. Experience qualification can be waived or altered provided incumbent has clearly demonstrated experience of a nature that demonstrates capability to quickly perform at a high level.)

Residency

The City Administrator must reside within the corporate limits of the city of Mexico Beach.

The Ideal Candidate

The next City Administrator will be an energetic, experienced and results oriented management professional, possessing honesty and high ethical standards.

The ideal candidate will be a mature, skilled leader able to work effectively in a fast paced multi-cultural environment with competing multiple priorities.

The ideal candidate must have a combination of proven management skills and strong technical skills. The candidate must be a good communicator, not only with the City Council but with the residents and business community and display a "can do" attitude and flexibility in dealing with issues that are not always black and white.

The successful candidate must have an inclusive management style, a willingness to delegate to professional staff, accessibility as a resource to team members and the ability to withstand pressures brought on by work load and frequent emotionally-charged issues. A strong service ethic, desire for a long term relationship with the City and a highly professional approach to problem solving will be found in the successful candidate.

Candidates must have local government experience and demonstrate skills in budgeting, management, planning and zoning, public works, personnel, grant writing and finance.

Compensation and Benefits

The City of Mexico Beach expects to offer a competitive starting salary range of \$60,000 to \$80,000, based on qualifications and experience, and a comprehensive benefit package that includes; vacation, sick, discretionary leave, Florida Retirement System, Health, Dental and Life Insurance.

Selection Process

Send cover letter, resume and City of Mexico Beach application to City Administrator-City of Mexico Beach, PO Box 13245, Mexico Beach, Florida 32410 or by e-mail to a.welle@mexicobeachgov.com. Applications/Resumes are due no later than 4:00p.m. CST on October 1, 2018.

The selection process at a minimum will consist of interviews with members of the City of Mexico Beach City Council.

Candidates will be subject to a background screening to include criminal history, driver's license, employment, professional certifications and education verification, credit and financial screening and character reference checks. The successful candidate must have a satisfactory post offer drug/alcohol screening.

Documents submitted and other related documents are subject to Florida State Statute 119 (sunshine Law).